






# Finale Exercise – converting to TAB notation



## Creating a new file

1. open 'setup wizard'
2. hit 'next' to create ensemble
3. choose 'fretted instru.' ADD 'Guitar'
4. 'Title work "Irish Jig" Enter
5. choose 4/4 time. Enter 9 measures.
6. hit 'FINISH'
7. go to VIEW and switch to PAGE VIEW
8. Erase unnecessary labels (select & press <del>)
9. Press 'page layout tool' -> adjust as necessary
- 10 Press ESC x 2 to get back to selection tool quickly 
11. go to UTILITIES -> Fit Measures
12. Lock layout '3 measures' per line
13. go to VIEW \ SHOW \ choose Multiple pages

## Practicing Inputting notes

- Press Simple Entry tool  Enter in some quarter notes.
- How to Select notes: 1. In Simple entry, position mouse arrow DIRECTLY over a note and click it  
2. In Simple entry, move left and right with cursor to select different notes  
3. In SELECT tool, position mouse arrow over a note and DOUBLE click it
- Press up and down arrows to move notes up and down
- press 'R' to convert any note to a rest 
- erase notes by pressing <del> or use the erase tool  • press 'T' to create ties fast
- switch to  selection tool. (used for copying & pasting, deleting sections)
- to erase 'only notes', highlight a small group of them and press <del> [*measures are preserved*]
- to erase notes AND measures, highlight whole measures by clicking on middle of them and press <del>


## Write out the melody below in Finale

- enter in 1<sup>st</sup> bar notes with correct time values
- use the numpad to change note values quickly [5] = quarter note [.] = dotted note etc.
- Add #sharps by pressing [+] on num pad. Use (-) for flats.
- copy and paste similar sections to save time using selection tool. 
- create chords by stacking notes on top via [ mouse + click ]  
OR use numbers on keyboard to add intervals on top of notes
- **Articulations:** double press ( \* ) key on number pad. Select appropriate articulation symbol.
- **Expressions:** select a note. Press [ X ] twice and choose a dynamic symbol.
- Press the Repeat tool . Double click measures to add any repeat signs.  
Highlight the first one, then right click: Pick "Create 1<sup>st</sup> and 2<sup>nd</sup> ending"
- Press Chord Tool. Position mouse over chord in last bar. Click. Type in "Am" press ok.  
Go to Chord menu (top right) and select "show fretboards"

## Convert treble notes to guitar TAB

- EDIT / select "ALL" from first file.  
click EDIT then COPY
- open new file -> guitar -> guitar TAB
- MOUSE CLICK 1<sup>st</sup> bar in guitar TAB score then  
click EDIT and PASTE
- lowest fret = 0, press "ok"

## Shrink your scores

- press page layout tool 
- select "Page Layout" in the top menu bar area and select "Resize Page" to %70 etc.

**Irish Jig**



**These chord-fonts can be found in the TEXT menu: select font “Seville”  
Type in the codes to get any particular chord. Increase font size to make them bigger.**

	C	D <sub>b</sub> C <sub>♯</sub>	D	E <sub>b</sub> D <sub>♯</sub>	E	F
dom <sup>7(9)</sup>	 alt+0189	 alt+0197	 alt+0167	 alt+0254	 alt+0198	 alt+0181
sus <sup>4</sup>	 alt+0193	 alt+0170	 alt+0163	 alt+0162	 alt+0176	 alt+0164
dom <sup>7(sus 4)</sup>	 alt+0218	 alt+0219	 alt+0220	 alt+0221	 alt+0222	 alt+0223
min <sup>6</sup>	 shift-Z	 shift-X	 shift-S	 alt+0255	 shift-J	 shift-M
add <sup>2</sup>	 alt+0243	 alt+0244	 alt+0234	 alt+0253	 alt+0239	 alt+0247
min <sup>7(b5)</sup>	 alt+0216	 alt+0133	 alt+0147	 alt+0143	 alt+0145	 alt+0205
dom <sup>7(b9 b5)</sup>	 alt+0149	 alt+0154	 alt+0146	 alt+0131	 alt+0144	 alt+0155
	G <sub>b</sub> F <sub>♯</sub>	G	A <sub>b</sub> G <sub>♯</sub>	A	B <sub>b</sub> A <sub>♯</sub>	B
maj. triad	 T	 G	 Y	 A	 W	 B
min. triad	 shift-T	 shift-G	 shift-Y	 shift-A	 shift-W	 shift-B
aug. triad	 alt+0160	 alt+0169	 alt+0180	 alt+0140	 alt+0183	 alt+0186

- \*\*\* These fonts can also be found in Microsoft WORD !! (after installing Finale)
- \*\* For alt+code symbols, you have to HOLD alt and use the numeric key pad only.
- \* The full pdf including all chords is posted under RESOURCES in wikiSPACES.